

**REQUEST FOR OFFER &
SPECIAL FILING INSTRUCTIONS
2003 - 2004 FILING CYCLE**

**SECTION 1
TERMS AND CONDITIONS**

This Request for Offers (RFO) and its SFI are being issued as an administrative instrument and places no obligation for purchase of services on the United States Mint. The RFO establishes a fixed set of terms and conditions that both parties agree will govern if and when the U.S. Mint places an order for transportation.

GENERAL: The following Request for Offers (RFO) and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS) dated December 4, 2001, to include the GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, supplements and reissues thereto. Please note that certain provisions and requirements of this RFO and its SFI may deviate from and supercede those published in the STOS. This RFO and its SFI are also provided in addition to the GSA/U.S. Mint Specifications dated July 1, 1984, and amended September 1, 1991, along with any subsequent amendments and/or reissues thereto.

Traffic to be included under this RFO and its SFI will be for Subsidiary Coins (dimes, quarters, and half-dollars) (Section 7) and Armored Transportation for Dollar Coins, Gold, Silver, Platinum Bullion, and other numismatic products or items (Section 9) moving via closed van (No Refrigerated Trailers) for truckload (TL) (20,000 pounds to 42,960 pounds).

Non-Alternating rate offers for Subsidiary Coins, and Armored Transportation for Dollar Coins and High Value Items will be accepted for the following four U.S. Mint facilities:

1. The United States Mint, Denver, CO; and
2. The United States Mint, Philadelphia, PA.
3. The United States Mint, San Francisco, CA (High Value Items Only)
4. The United States Mint, West Point, NY (High Value Items Only)

1-1. **EVALUATION AND ACCEPTANCE OF RATE OFFERS:** This RFO and its SFI are being issued as an administrative instrument and place no obligation for purchase of services by the U.S. Mint. The rates solicited in this RFO are for evaluation by GSA and the U.S. Mint. The RFO and SFI establish a fixed set of terms and conditions that both parties agree will govern if the U.S. Mint places an order under this RFO and SFI.

1-2. **EFFECTIVE PERIOD:** All acceptable U.S. Mint rate offers submitted in response to this RFO and its SFI if accepted will be for the period of **March 1, 2003 through April 30 2004.**

1-3. **SUBMISSION OF RATE OFFERS:** Rates offered in response to this RFO and its SFI **MUST** be submitted via the File Transfer Protocol (FTP) of the Internet (I-FTP) in accordance with sections 7, 8, 9, 10, and 11. All rate offers will be all-inclusive according to the following:

SUBSIDIARY COINS/ARMORED TRANSPORTATION: Rate offers covering shipments of subsidiary coins and armored transport shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive TL cents per mile rate with a minimum truckload charge. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in Section's 7, 8, 9, and Attachment 1 of this RFO and its SFI must also be included in the single factor rate. Only those charges for services that are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown separately.

1-4. FILING PERIOD:

A. INITIAL FILINGS: Rate offers made by those TSP's approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Central Standard Time on **January 6, 2003**, and will be processed in accordance with paragraph 1-1 and 1-2. above.

B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received, which do not meet the requirements as stated in this RFO and its SFI will be considered unacceptable, and the TSP will be notified of the deficiencies by GSA's Heartland Zone Office by facsimile, e-mail, and/or telephone. If a TSP's rate offer is submitted in accordance with this RFO and its SFI by a Rate Filing Service Provider, the Rate Filing Service will be notified of the deficiencies and not the TSP. Corrected rate offers must be resubmitted within ten (10) calendar days after the receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the TSP will not be allowed to refile. Corrected rate offers received within the required ten (10) calendar days will be entered into the database effective March 1, 2003.

C. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Section 1-4.A. will be processed by March 1, 2003, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Section 1-4.B.

1-5. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this RFO and its SFI, the offeror agrees that it can and will service the identified origin facility for which a rate is offered and all points within each identified Destination State and/or destination service area for which the rate is offered.

1-6. OPTION TO EXTEND: The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this Request and its SFI for up to 90 days.

1-7. TERMINATION:

A. The following provision will apply in addition to Item 20.e. of the Optional form 280:

1. Accepted rate offers may be terminated upon determination that a TSP has failed to satisfactorily respond to a show cause notice(s); and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with the Code of Federal Regulations.

B. Upon termination of the rate offer under 1-7.A.1 and/or 2. above, the TSP shall be paid any sum due the TSP for services performed under this Request and its SFI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

1-8. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this Request and its SFI when it is in the Governments best interest. If a rate offer(s) is terminated, the Government shall only be liable for payment for services rendered before the effective date of the termination.

1-9. CONTACTS: Questions dealing with this RFO, its SFI, or the STOS should be directed to Felicia Rogers or Bob Clayton at (404) 331-5121 or by email at felicia.rogers@gsa.gov or robert.clayton@gsa.gov, respectively. Questions dealing with the submission of electronic rate offers should be directed to Carey DeForest at (816) 823-3646 or by e-mail at carey.deforest@gsa.gov.

SECTION 2 EVALUATION AND ACCEPTANCE

2-1. **EVALUATION:** All submitted rate offers which have been determined to be acceptable in accordance with this Request for Offers (RFO), its Special Filing Instructions (SFI), and General Services Administration's (GSA) Freight Management Program will be evaluated by the Freight Program Management Office (FPMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA National Rules Tender 100-D containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance; however, the FPMO will provide accepted rate information according to 2-2, below.

2-2. **ACCEPTANCE:** If the U.S. Mint accepts all or part of the rates solicited, the accepted rate offers will be contained in GSA's Interagency Transportation Management System (ITMS). When identified in ITMS, a TSP's acceptable rate offer will be listed based on price only. The listing of TSPs on individual cost comparison will be based on their accepted rate offers as determined by the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. TSPs with the applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. Please note that in the case of brokers and shippers agents/Intermodal Marketing Companies that the broker's name and/or the shippers agent's/Intermodal Marketing Company's name and not the names of its underlying carriers will be identified on the cost comparison. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of the broker's and/or shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or shipper agent/Intermodal Marketing Company. If the occasion arises when two or more TSPs have offered the exact same rate offer (both for transportation and the requested accessorial services), then the TSPs will be listed on the cost comparison in alphabetical order according to the TSP's names.

Please Note: The U.S. Mint may take other factors into consideration when routing shipments other than price. As a result, the listing of TSPs on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

SECTION 3 LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Special Filing Instructions (SFI), the submitting TSP certifies that:

I have read and will comply with all the provisions contained in this RFO and its SFI dated **December 3, 2002**, as well as any supplements, changes, and/or reissues thereto and the GSA STANDARD TENDER OF SERVICE (STOS,) GSA GENERAL FREIGHT TENDER OF SERVICE No. 1-F, the GSA NATIONAL RULES TENDER No. 100-D, and the GSA BASELINE RATE PUBLICATION No. 1000-D, effective December 4, 2001, as well as any supplements, changes, and/or reissues thereto and the GSA/ U.S. MINT SPECIFICATIONS dated July 1, 1984, and amendment September 1, 1991 as well as any subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required by ITEM 1-6 (See Below) and SECTION 2 of the GSA GENERAL FREIGHT TENDER OF SERVICE NO. 1-F, in accordance with Section 7-11 through 7-13 and Section 8-6 through 8-8.

Item 1-6 of the GSA General Freight Tender of Service No. 1-F reads as follows:

“LAWFUL PERFORMANCE, OPERATING AUTHORITY, AND INSURANCE. All service shall be performed in accordance with applicable Federal, State, and Local laws and regulations. Common motor carriers or brokers, freight forwarders, rail carriers, shipper agents, or shippers associations shall possess the required carrier or Interstate Commerce Commission (ICC) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State, and local regulatory agencies.”

SECTION 4
TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES AND/OR CHARGES FOR
TRANSPORTATION SERVICES

By submission of a rate offer(s) to GSA electronically, the submitting TSP agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional form 280, except as provided in paragraph 1-7.

SECTION 5
TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

The following provision of this RFO and its SFI supersedes Item 1-10, Application of the Terms and Conditions of the Government Bill of Lading, of the Standard Tender of Service (STOS), General Freight Tender of Service No. 1-F. Per this RFO and its SFI, effective February 1, 2002, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118. For a complete description of the terms/conditions, go to <http://policyworks.gov/transportation>, look under "Policies" and follow the links "**41 CFR 102-117 Transportation Management**" or "**41CFR 102-118 Transportation Payment and Audit**".

SECTION 6
BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE

Per this RFO and its SFI, auditing of freight shipments identified herein and handled pursuant to the STOS will be based on mileage provided by ALK Technologies, Inc., 5 digit Zip Code, Version 16 (coincides with PC*Miler 16). ALK Technologies, Inc., 5 digit Zip, Version 16 will be used to determine highway mileages for all surface freight shipments between any two locations within the Contiguous United States (CONUS) (i.e., the lower 48 states and the District of Columbia). The TSP industry will be notified of any future Version updates. Below is the basis to be used constructing mileage for shipments moving within the contiguous United States:

GENERAL: borders closed, shortest mileage, ferry on.

OW/OD: borders closed, practical miles, ferry on.

For a full description of Default Settings, please refer to: <http://dtod-mtmc.belvoir.army.mil>. Once there, click on "Industry" and then on "PC*Miler Default Settings."

[illegible]

“GSA/United States Mint Specifications (subsidiary coins) dated July 1, 1984, amended September 1, 1991, is by reference made a part of this rate offer.”

[illegible]

problem resulting in a delay of 24 hours or more shall be reported promptly to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220 tel. (202) 354-7450. After the TSP has actual delivery with the consignee, any delay in performing such delivery shall be reported immediately to the consignee. Except in cases where actual delivery has been scheduled, the TSP is not required to notify the consignee in the event of difficulties and/or delay.

7-5. **TIME OF PICK UP AND DELIVERY:** The TSP shall coordinate the establishment of acceptable pick up and delivery hours with the shipping and receiving facilities. Pick up and delivery at banks of the Federal Reserve System and facilities of the Mint shall be made during regular working hours unless other arrangements have been made. All TSPs that utilize the services of a sub-contracted carrier or truck's that do not display the signage of the contracted carrier, must fax at least 24 hours in advance the actual name of the sub-contracted carrier to the appropriate Mint originating facility (see 7-17). All drivers must receive clearance, in advance, from the United States Mint Police before entry into the Mint facility or onto Mint property.

7-6. **LOADING AND UNLOADING:**

A. **PALLETIZED SHIPMENTS:** Shipment of coins to be transported on pallets will be loaded in the TSP's conveyance by the Mint facility originating the shipment. The TSP will ensure that stacking of coin on pallets and placement of pallets within the vehicle(s) is suitable for transportation. The TSP shall perform all blocking and bracing required to secure the load.

B. **DELIVERY:** The delivering TSP will unload palletized and non-palletized shipments in accordance with the directions indicated in Attachment 1 and in accordance with the directions of the consignee. Normal receiving conditions and delivery requirements for each consignee are contained in Attachment 1. Major and repetitive differences in actual delivery requirements from those stated in Attachment 1 should be reported in writing to the General Services Administration, Travel and Transportation Management Division (4FT), 401 West Peachtree Street, NW, Suite 2600, Atlanta, GA 30308. Deliveries of coin shipments are made under secure conditions, which routinely involve opening of secured area and arranging for a guard to be present. Consignees shall be notified prior to tender of delivery so that these arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time or redelivery will be at no expense to the government.

7-7. **GOVERNMENT FURNISHED EQUIPMENT:** The TSP shall carefully examine any Mint or Federal Reserve Bank furnished fixtures or equipment and become familiar with their condition and manner of operation prior to use. If the TSP claims defect in any such fixture or equipment, written notice shall be given to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220. Failure to give such notice shall be construed as a waiver of such condition or defect. The TSP agrees to be solely liable for all such damages that may result from its use of Mint or Federal Reserve Bank furnished equipment.

7-8. **RATES AND CHARGES FOR SUBSIDIARY COINS:** Rate offers covering shipments of subsidiary coins shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive truckload cents per mile rate offer with a minimum truckload charge. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in Attachment 1 must also be included in the single factor rate. Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.

7-9. **STATEMENT OF FINANCIAL CONDITION:** If requested by the government, the TSP shall furnish the government with a current certified statement of its financial condition and such other data as may be requested with regard to its operation to determine the TSP's financial responsibility and ability to perform.

7-10. **DOCUMENTATION:** A Bill(s) of Lading shall be issued for each individual shipment. The terms and conditions of said bill(s) of lading, not inconsistent with these terms hereof, shall apply to all shipments made hereunder. The bill(s) of lading, together with the Public Voucher for Transportation Charges (Standard Form 1113), shall be Presented to the office shown on the bill of lading in the block entitled "Bill Charges to (Department or Agency, Bureau or Office)."

7-11. OPERATING AUTHORITY: In tendering the rates or charges and other conditions specified, the TSP represents to the United States Government that the transportation will be performed in accordance with all Federal, State, or Municipal laws and regulations and that such TSP possesses the required operating authority to transport the commodity between the points or places or within the territory set forth in the rate offer. The Federal Motor Carrier Safety Administration or appropriate State regulatory authority number(s) shall be included on the tender of rates and charges. If the shipment is not regulated, this exemption shall be shown on the tender.

The TSP will secure at its expense the necessary permits, franchises, licenses, or other authorities for effecting shipments.

7-12. EVALUATION AND LIABILITY FOR LOSS AND DAMAGE:

A. SUBSIDIARY COINS: Face value of United States dimes, quarters, and half-dollars is up to \$800,000 per truckload. Total face value of the shipment shall be determined by the U.S. Mint, and shall be documented on the face of the accompanying Bill of Lading, and will normally not exceed \$800,000 per truckload.

C. LIABILITY OF TSP: The origin TSP accepts full responsibility for the face value of United States subsidiary coins and replacement costs of pallets tendered to it, from acceptance of the coin at origin to delivery at final destination, regardless of the TSP's participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage.

If for any reason the face value exceeds the \$800,000 for subsidiary coins, per truckload shipment, the TSP is not relieved of responsibility for additional valuation. Should the value exceed the \$800,000 for subsidiary coins, the TSP will be advised no later than time of request for pick up of the shipment.

7-13. INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE:

A. GENERAL: TSP's should furnish a copy of the following provisions to their insurance company, agent, or broker for assistance in preparing acceptable policies for the movement of subsidiary coins. Should the coin insurance coverage of an otherwise acceptable TSP be cancelled, expire, or lapse for any reason, the TSP will not be used for the movement of coin until acceptable evidence of reinstated coverage is furnished to GSA.

B. INSURANCE REQUIREMENTS: The origin TSP shall obtain, at its expense, a minimum of \$800,000 in all-risk cargo insurance for the face value of United States subsidiary coins and replacement cost of pallets. All insurance shall be written with companies who are licensed and bonded, and all policies shall include such provisions as may be required by GSA and the U.S. Mint to cover the assumption of risk by the TSP. Each policy shall include a provision that, in the event of loss and damage, the claim will be settled on the basis of the face value of the United States subsidiary coins and the replacement value of pallets. Any payment for loss or damage shall be made to the U.S. Mint, U.S. Treasury Department, 801 9th Street NW, Washington, DC 20220, unless otherwise directed by an authorized official of the U.S. Mint. Each insurance policy shall include a provision to furnish GSA a ten (10) day notice of cancellation of the policy. Evidence of renewal of any policy shall be furnished to GSA not less than (10) days prior to the expiration of the existing coverage.

If the Insurance coverage required herein cannot be provided without excluding coverage for infidelity or dishonesty of employees, the insurance will not be acceptable for the movement of coins unless such exclusion in the policy is supplemented and covered by a fidelity bond covering infidelity and dishonesty of TSP's employees in the amount of \$800,000 for subsidiary coins. In such case the fidelity bond shall include the same ten (10) day cancellation notice to GSA as required in the insurance policy and a complete duplicate countersigned copy of the fidelity bond so endorsed shall be furnished to GSA.

C. EVIDENCE OF INSURANCE: The only acceptable evidence of insurance coverage for subsidiary coins shall be either a complete duplicate countersigned copy of the original policy or policies (primary and excess coverage), including all endorsements thereto, endorsed to include the required "Coin Coverage Endorsement," or, in lieu thereof, a manually countersigned "Certificate of Insurance" complete and sufficient in all details to reflect the actual coverage under the policy or policies, and including the "Coin Coverage Endorsement" and any other

endorsements which affect said coverage. A separate policy or Certificate of Insurance covering only subsidiary and/or foreign coin will be acceptable. All references to rates and premiums may be deleted from copies of policies furnished. Cover notes or memorandums of insurance are not acceptable as evidence of insurance for shipments of coin.

D. SUBSIDIARY COIN COVERAGE ENDORSEMENT: The following endorsement properly countersigned must be included in any insurance policy providing coverage of subsidiary coins (dimes, quarters, and half-dollars):

Coin Coverage Endorsements

In consideration of the premium charged, it is understood and agreed that this policy covers subsidiary coins (dimes, quarters and half-dollars), and that the clauses and provisions of this endorsement are hereby made a part of the insuring conditions of this policy as respects the coverage provided on such coin and supercede any expressly modify all provisions, terms, conditions, exclusions, and clauses in the policy and in all forms, riders, and endorsements attached thereto that are in conflict with this endorsement.

This insurance, as respects the movement of coins shipped under published tariff rates or rate tenders provides for specific coverage against all risks of loss or damage in the amount up to face value of subsidiary coins (dimes, quarters and half-dollars), for any one loss, on any one vehicle or at any one place at any one time, from the acceptance of the property by the TSP at the point of origin of the shipment to delivery and acceptance by the consignee at final destination, regardless of the TSPs participating movement. In case of successive losses during the term of this policy, the full amount of coverage provided by this endorsement applies separately to each and every loss.

The coverage provided by this insurance excludes only loss or damage arising out of causes beyond the control of, and without the fault or negligence of, any TSP(s) involved in the movement. Such causes may include, but are not restricted to, acts of god or the public enemy, the authority of law, or the act or default of the shipper; but in every case the loss or damage must be beyond the control of, and without the fault or negligence of the TSP(s). Theft or hijack, whether armed or otherwise, is not excluded from coverage hereunder.

It is agreed that any claim for loss and damage shall be settled on the basis of the face value of the subsidiary coin without application of any deductible or excess provision of this insurance; loss, if any, under this policy involving such coin shall be payable to the U.S. Mint, U.S. Treasury Department, 501 13th Street, NW, Washington, DC, 20220, unless otherwise directed by an officer of the U.S. Mint.

It is a condition of this policy that the Company shall furnish written notice to the General Services Administration ten (10) days in advance of the effective date of any reduction on or cancellation of this policy.

◆◆◆End Of Coin Coverage Endorsement◆◆◆

7-14. SHIPMENT SIZE AND WEIGHT OF SUBSIDIARY COIN:

	Number of Skids per Truck	Dollar Value per Skid	Pieces per Skid	Total Value per Truckload	Weight (Lbs.)
Dimes	16	\$50,000		\$800,000	42,960
Quarters	16	\$50, 000		\$800,000	42,900
Half-Dollars	16	\$50,000		\$800,000	42,900

7-15. VIOLATIONS OF THE PROVISIONS OF THESE SPECIFICATIONS: These Specifications are a part of the conditions of carriage for subsidiary coins, failure to comply with the provisions hereof may result in the suspension of TSP's participation in the movement of coins.

7-16. COPIES OF GSA/US MINT SPECIFICATIONS (SUBSIDIARY COIN): As stated in Section 7, the TSP agrees to the incorporation of the terms and conditions of the GSA/US Mint Specifications by the submission of an electronic rate offer in accordance with this RFO and its SFI. The submission of an electronic rate offer will be accepted by the GSA as evidence that the TSP has knowledge of, and agrees to perform in accordance with, the provisions of these Specifications. In addition, copies of the Specifications should be posted at the U.S. Mint Facilities in Denver, Colorado; Philadelphia, Pennsylvania; San Francisco, California; and West Point, New York.

7-17. ADDRESSES OF GOVERNMENT OFFICES:

	<u>Contacts</u>	<u>Telephone</u>
Headquarters, U.S Mint:		
U.S. Mint	Mr. Don Wheatley	(202) 354-7450
Transportation Division	Mr. Louis Cialella	(202) 354-7490
Washington, DC 20220		
Shipping Facilities:		
U.S. Mint	Rosalee Simmons	(303) 405-4658
320 W. Colfax Avenue		
Denver, CO 80204		
U.S. Mint	Francine Moore	(215) 408-0201
151 N. Independence Mall East		
Philadelphia, PA 19106		

SECTION 8
GSA/U.S. MINT SPECIFICATIONS
(ARMORED TRANSPORTATION)

8-1. **GENERAL SCOPE:** The United States Mint requires armored transportation services for the movement of Dollar Coins, Gold, Silver, and Platinum Bullion, other precious metals, blanks fabricated from precious metals, precious metal bearing finished coins and medals, proof and uncirculated coins or coin sets, other numismatic products or items, U.S. Mint coinage dies of any description, components required for the manufacturing/packaging process determined to be of a sensitive nature, and sensitive documents or any other items required by the Mint to be transported.

All performance under this RFO and its SFI must be of high quality and conform to good practices, in accordance with industry standards and U.S. Mint requirements.

The Transportation Service Provider (TSP), at its expense and under proper adequate TSP-furnished protective surveillance, shall perform all of the services required to pick up the property at the immediate loading area at the point of origin, load it into the TSP's vehicles, perform the necessary shoring to protect and secure the property during transit, transport the property to the destination, and unload from the TSP's vehicle(s) at the place of unloading to the receiving area designated by the U.S. Mint. The material required for shoring, blocking and bracing shall be furnished and installed at the expense of the TSP.

The Mint relies upon the expertise of the TSP engaged in transporting articles of unusual value to plan adequate security and protection for specific movements. Compliance with the requirements shall not relieve the TSP and/or its insurers from the loss liability specified in this RFO and its SFI. The TSP shall; as a minimum, comply with the following provisions:

(1) no person shall be employed as an armored truck crew member, escort vehicle member or courier unless his reliability has been established through a reasonably comprehensive background check, including a fingerprint report from the local law enforcement agency.

(2) All personnel shall be provided with identification credentials. If requested, the TSP shall notify a representative at origin and destination facilities of the identities of such employees in advance of any shipment.

(3) Each armored vehicle crew member, escort vehicle crew member, or courier employed pursuant to this agreement shall have met commonly accepted standards of qualification and any other Mint requirements established within the last six months (prior to each order) for all types of handguns and heavier weapons available to his/her use.

(4) All personnel engaged in the protection of shipments made under this agreement shall be armed with a handgun of at least 38 caliber, carried in a readily accessible location. Weapons of larger caliber should also be available to armored truck crewmembers.

(5) Schedules and routes of shipments shall be varied to the maximum extent possible.

(6) As minimum communications security, vehicles shall be equipped with two-way radios and crews shall maintain scheduled telephone check-ins during normal vehicle stops for refueling, crew's meals, change of driver, etc. At no time while equipment is loaded with Mint material shall any vehicle (including escort vehicles) be left without on-board personnel. Mint material being held at the TSP's facility shall be accorded an equivalent degree of protection as provided when the shipment is in transit. Electronic surveillance i.e., a remote reporting high quality alarm system may be substituted for armed guard protection during such holdovers. At the TSP's option, shipments may be transferred to TSP's vault facilities or held within vehicles in enclosed, secured garage areas. The Mint reserves the right to inspect the TSP's facilities at any time.

(7) All information pertaining to contemplated and/or actual movements made under this agreement shall be considered confidential.

The TSP will, if requested, provide pickup or delivery service at a location other than the immediate loading or receiving area. If such additional service is required, it shall be identified by the Requesting Officer and any resultant order shall include any additional charges for this service.

8-2 PICKUP AND DELIVERY: Prior to the date of any shipment, the TSP shall make arrangements with the appropriate U.S. Mint representative(s) at shipping and receiving locations for necessary security clearance of his personnel.

The TSP shall arrange to make prompt pickup at origin and delivery to destination in accordance with the shipment and delivery schedule established in the order. The TSP shall establish acceptable pickup or delivery hours with the shipping and receiving installations.

Unless alternate arrangements are made in advance, pickup and delivery shall be made during regular working hours.

The TSP shall provide a minimum of one day's notice to the facility designated for service regarding the anticipated arrival time of its vehicle to effect shipment pickup. The U.S. Mint shall endeavor to set the time for loading as near that time as possible. If it becomes evident that a delay en route may occur, the TSP shall notify all affected parties as soon as expedient and a rescheduled pickup time shall be established by mutual agreement of the parties consistent with availability of manpower and loading capability at the designated facility. In the event the cause of delay is not excusable, the Mint reserves the right to terminate the order by reason of default.

The TSP shall diligently count and examine all material tendered for shipment, and prepare a receipt for it.

8-3 PROPERTY TO BE SHIPPED: The property to be shipped may consist of:

A. Dollar Coins

B. Gold, silver, and platinum bullion, or precious metals bearing coins, blanks or medals, scrap, granulations, other numismatic products or items, U.S. Mint coinage dies of any description, components required for the manufacturing/packaging process determined to be of a sensitive nature, and sensitive documents or any other item required by the Mint to be transported.

The weight and value of each shipment will be relayed by the Requesting Officer for each shipment.

8-4 METHOD OF SHIPMENT/REQUIREMENTS: The property to be shipped will be packaged, palletized or prepared in accordance and consistent with accepted industry standards and practices for transport of high valuation commodities in a secure and controlled environment and in accordance with U.S. Mint security and shipment requirements.

8-5 ORIGIN AND DESTINATION OF SHIPMENTS: The described commodities may be shipped from and/or to U.S. Mint facilities, other government locations and facilities, federal reserve system and commercial banks, and other locations as specified in Attachment 1 of this RFO and SFI.

8-6 TRANSPORTATION SERVICE PROVIDER'S LIABILITY: The TSP assumes responsibility for all damages or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or the action of, the TSP or the TSP's employees and agents.

The Mint shall in no event be liable or responsible for damage or injury to any person or property occasioned through the use, maintenance, or operation of any vehicle or other equipment by, or the action of, the TSP or its employees and agents in performing under this RFO and its SFI, and the Mint shall be indemnified and saved harmless against claims for damage or injury in such cases.

The TSP agrees to be solely liable for all damages arising out of personal injury and/or damage to property that may result from its use of equipment furnished by the United States Government or a Federal Reserve Bank. The U.S. Mint shall be held harmless and the TSP shall indemnify the agency if the agency is required to pay damages.

The TSP shall, therefore, carefully examine any United States Government or Federal Reserve Bank furnished fixtures and equipment and become familiar with their condition and manner of operation prior to use. Oral notice of any claimed defect in such fixtures or equipment, shall be given to the Chief, Cash Division or other appropriate representative at the origin facility. Such notice shall be confirmed in writing within 24 hours or one working day. The TSP's failure to give such notice shall be construed as a waiver of such conditions or defect.

8-7. **INSURANCE REQUIREMENTS FOR DOLLAR COINS AND HIGH VALUE ITEMS:** The TSP shall obtain, at its expense, a minimum of \$2,240,000 in all-risk cargo insurance for the face value of United States dollar coins and a minimum of \$50,000,000 (U.S. Dollars) in all-risk cargo insurance for the value of currency, coin, and bullion, including platinum, gold, silver, and other precious metals, jewelry, and other property of all kinds and descriptions of and the replacement cost of pallets. All insurance shall be written with companies who are licensed and bonded, and all policies shall include such provisions as may be required by GSA and the U.S. Mint to cover the assumption of risk by the TSP. Each policy shall include a provision that, in the event of loss and damage, the claim will be settled on the basis of the face value of the United States dollar coins and the valuation of commodities in Section 8-8. Any payment for loss or damage shall be made to the U.S. Mint, U.S. Treasury Department, 801 9th Street NW, Washington, DC 20220, unless otherwise directed by an authorized official of the U.S. Mint. The Government requires a thirty (30) day written cancellation notice in the event the insurance is canceled. The certificate of insurance shall state that the U.S. Mint shall be notified, in writing, of cancellation of the insurance at least thirty (30) days prior to the date the cancellation takes effect.

A. The certificate of insurance shall designate the U.S. Mint, 801 9th Street, N.W. Washington, DC as the certificate holder.

B. The insurance certificate, including the required amounts and the cancellation notice statement specified above, is a mandatory requirement for consideration for award and shall be furnished to the U.S. Mint.

C. The TSP, at its expense, shall also maintain vehicular liability and general public liability insurance with limits of liability for (1) bodily injury of not less than \$250,000 for each person and \$750,000 for each occurrence and (2) property damage of not less than \$500,000 for each accident and \$1.5 million in the aggregate.

The TSP shall maintain workers compensation and other legally required insurance with respect to the TSP's own employees and agents.

8-8 **VALUATION OF COMMODITIES:** Valuation of shipments of bullion, or precious metals bearing coins blanks or medals, scrap, granulations, bar code samples, or other format shall be declared at London PM market fix prices for bullion and by the nearby settlement month prices published in the Wall Street Journal for other commodities on date of shipment.

Bullion coins and numismatic products shall be valued at declared sales price (price determined by U.S. Mint) per unit, i.e., individual coin piece in the case of bullion coins and coin set price in the case of precious metal bearing or non-precious metal bearing numismatic products. The U.S. Mint reserves the right to establish valuation for all commodities transported. Such declaration shall be indicated within the text of the bill of lading or such shipping documents or memoranda issued in the absence of a bill of lading, i.e., a commercial bill of lading, or memorandum of instruction and shall remain fully in force until creation of a bill of lading after transportation service(s) have been furnished.

TSP shall not advertise or publish in any manner that it has contracted to, is or has been furnishing services to the U.S. Mint.

8-9 **ADDITIONAL TRANSPORTATION SERVICE PROVIDER RESPONSIBILITIES:** The TSP shall comply with and give all stipulations and representations required by any applicable Federal, State municipal or local law or Executive Order, or any applicable rules, orders, regulations, decisions, or requirements of the United States Mint.

8-10 TYPE OF EQUIPMENT AND MANPOWER REQUIRED: Armored trucks should be a fully enclosed trailer drawn by an armored tractor or fully enclosed truck or trailer escorted by an armored vehicle.

All shipments shall be accompanied by two armed guards, one of which may be the driver.

8-11 CONDITIONS OF CARRIAGE:

(1) The TSP shall furnish a receipt satisfactory to the Government official supervising the shipment(s) at origin, when the material is loaded into its vehicle. Such receipt must show the number of pieces and/or packages and the shipment's assigned value. Upon delivery of the lading, the TSP shall secure a similar receipt from an authorized representative of the U.S. Mint indicating the number of pieces and/or packages and the shipment's assigned value.

(2) No shipment transported in motor vehicles shall be consolidated or combined with any other articles of unusual value unless specifically requested or authorized by the Mint.

(3) The value and quantity of the property to be transported in any one vehicle, or in any one convoy of vehicles, or in any one shipment shall not exceed the amount of applicable insurance in force and on file with the U.S. Mint for the account of the TSP.

8-12 DETERMINATION OF WEIGHTS: The shipping activity will determine the net weight of each shipment. Such weight will be shown on the covering bill of lading and will be accepted by the TSP as the agreed weight.

8-13 RISK AND LIABILITY: Unless otherwise specifically provided, the TSP assumes full liability for the monetary value of the property at point of origin of the shipment until delivery at final destination regardless of the carriers participating in the movement. In the event of loss of or damage to any shipment or any part thereof the TSP shall be liable for the monetary value of any and all property lost or damaged.

The monetary value of coin shall be the face value of the coin, unless it is tendered at another value. The determination of the monetary value of any bullion lost or damaged shall be based on the exact equivalent fine troy ounces of such bullion computed in accordance with Clause 8-8 of this agreement. The monetary value of any other property shall be established by the solicitation for offers and confirmed by the shipping documents furnished to the TSP at the time of shipment pickup.

The TSP shall not be liable for loss or damage caused by or resulting from war, invasion, or hostilities of any sovereign power, or rebellion or insurrection against the Government; weapon for war employing atomic fission, atomic fusion, or radioactive force, whether in peace or war; seizure, destruction or confiscation by order of the Government; or for loss (except for fire resulting there from) by nuclear reaction or nuclear radiation or radioactive contamination; or from latent defects in the property shipped hereunder.

8-14 DAMAGE OTHER THAN CARGO: The TSP shall be responsible for and reimburse the U.S. Mint for all damage caused by the TSP, his employees, or his agents to the interior of the buildings from and to which the property may be moved. Also, the TSP shall save harmless and indemnify the U.S. Mint, and assume responsibility for any and all damage or injury to personnel or property resulting from the use or operation of his vehicle or other equipment by, or the action of the TSP, his employees, or agents, in the performance of this agreement.

The TSP shall be liable for any loss or damage caused by the fault, neglect or dishonesty of the TSP, his employees or agents, to any property of the Mint as well as for any personal injury to anyone located at the designated origin and destination facilities.

8-15 EXCUSEABLE DELAYS AND CANCELLATIONS: Either of the parties may suspend performance during the occurrence of an excusable delay, which shall mean and include any delay not occasioned by the fault or negligence of the delayed party and which results from acts of God or public enemy, restriction, prohibitions, priorities or allocations imposed by governmental authority, embargoes, fires, floods, typhoons, earthquakes, epidemics, delays of similar nature of governmental causes, and strikes or labor disputes (of or involving the delayed party's employees only.) Excusable delays do not include lockouts or shortage of labor.

NOTE: If the Mint cancels an awarded order in less than twenty-four (24) hours before the shipping date of the order, it shall reimburse the TSP for 25% of the value (i.e. rate price) of the order. If the Mint cancels an order more than twenty-four (24) hours before the shipping date on the order, the Mint shall not be liable for any costs associated with the order.

When through no fault of the TSP a shipment cannot be delivered, the TSP shall contact the authorized Mint ordering personnel for instructions. If such a shipment is diverted or ordered returned to the origin point by the Mint, the TSP and the Mint shall negotiate an equitable price adjustment. If on the other hand, through the fault of the TSP, a shipment cannot be delivered, and is ordered diverted or returned to the origin point, the Mint shall not be required to pay for charges associated with the defaulted shipment and any charges incurred for redelivery which are in excess of the charges that would have been incurred, shall become the responsibility of the TSP.

Neither the Mint nor the TSP shall be liable for nonperformance or delays caused by circumstances beyond their control as described above. However, the TSP shall be liable at all times for the safety of the property received into its possession.

8-16 INSPECTION AND ACCEPTANCE: GENERAL

(a) The U.S. Mint and GSA shall have the right to inspect the work being performed at any time. Such inspections are for the sole benefit of the U.S. Mint and do not relieve the TSP of any requirement under this RFO and its SFI.

(b) Any work found not to be in compliance with this RFO and its SFI, shall be corrected by the TSP at no additional cost to the U.S. Mint or GSA, an appropriate price reduction may be taken.

(c) Inspection of the work shall be made as soon as practicable after completion of the work and subsequent acceptance shall be final except for latent defects, fraud, gross mistakes amounting to fraud or the U.S. Mint's rights under warranty.

(d) Failure to agree with any decision by the Requesting Officer under this clause shall not excuse the TSP from continuing work under this RFO and its SFI pending resolution of the issue. Failure to proceed in this manner will constitute a breach.

The location for each pickup and delivery will be designated upon issuance of each order.

No work under this agreement shall commence until an order with the Transit Authorization number has been received by the TSP.

Only duly appointed United States Mint personnel are authorized to place orders under this RFO and its SFI. Orders will be placed initially via telephone and confirmed by fax notification of transportation authorization for the service to be provided. Initial placement of an order via telephone shall be binding on the TSP unless the TSP notifies the person placing the order within 1 hour via telex.

It is understood that all orders placed under each request will incorporate the terms and conditions of this RFO and its SFI.

8-17. SITE MANAGER (Oct 1997)

Each U.S. Mint facility will have its own site manager. The Site Manager is responsible for performing technical surveillance at his or her facility.

Don T. Wheatley (202) 354-7450
Traffic Management Specialist

Louis Cialella (202) 354-7490
Traffic Management Specialist
Mint Headquarters
801 9th Street, N.W.
Washington, DC 20220

Rosalee F. Simmons (303) 405-4658
Chief, Cash Division
United States Mint - Denver
320 West Colfax Avenue
Denver, CO 80204

Vacant (TBD) (215) 408-0201
Chief Cash Division
United States Mint - Philadelphia
151 North Independence Mall East
Philadelphia, PA 19106

Greg Zipp (415) 575-7665
Chief Cash Division
United States Mint - San Francisco
155 Hennann Street
San Francisco, CA 93102

Charles Flournoy (914) 446-6217
Chief Cash Division
United States Mint - West Point
West Point, NY 10996

8-18. SUB-CONTRACTOR GOODS AND SERVICES

The TSP shall identify all goods and services provided by sub-contractor, vendors, suppliers or any other third parties (herein after referred to as sub-contractor) that comprises a substantial amount of the goods and services provided under this RFO and its SFI. For the purposes of this clause, substantial amount shall be defined as a critical component where either nonperformance of the services or no delivery of the supplies and materials would compromise performance or delivery schedules. The TSP shall notify the Requesting Officer in writing of any changes to the subcontracted goods and services identified by the TSP during the performance of this RFO and its SFI.

The TSP shall ensure the prices paid to sub-contractor's under this RFO and its SFI are fair and reasonable. For subcontracted goods and services in excess of \$5,000, upon request from the Mint, the TSP shall provide documentation to the Mint to substantiate that prices are fair and reasonable.

8-19. SECURITY PROCEDURES AND REGULATIONS FOR TRANSPORTATION SERVICE PROVIDERS (SEP 2000)

TSP employees, representatives and /or sub-contractor's may not gain access to U.S. Mint premises until each such person has successfully undergone a security investigation as set forth herein. For the purposes of security procedures and regulations, the same requirements apply to sub-contractor's as to the prime TSP, except that all documents will flow from and to the prime TSP.

A. General. TSP employees and/or sub-contractor personnel, while on Mint premises, shall be subject to and abide by all safety and security regulations of the Mint and shall be required to meet the same personnel security background requirements as Mint employees as defined in Mint Directive 10B-2, Personnel Security Clearance for Mint Employees. A copy of the Mint Directive is available from the Requesting Officer upon request. All TSP employees must be U.S. citizens or have lawful permanent resident alien status. Proof of citizenship is required for those citizens born outside of the U.S., to include either a Permanent Resident Status Card, Certificate of Naturalization, or Certificate of Birth Abroad. Waivers to this requirement may be approved only on a case-by-case basis and only by the Treasury Director of Security.

B. Pre-Work Clearance. Before any TSP employee may perform work in a Mint facility, the Mint Police must approve a pre-work clearance based on: (1) a favorable response from a person's current and former employers as investigated by the TSP and certified by the Mint; and, (2) A clear security check to be conducted by the Mint Police.

C. Investigative Requirements.

1. TSP personnel and/or sub-contractor personnel performing tasks at the Mint which are NOT expected to exceed 60 days shall complete:

- **"Request for Pre-Appointment Investigation Waiver", MF 5009**

All information on the form must be complete, current and correct. If the security check discloses unfavorable information, the applicant must independently complete a "Questionnaire for Public Trust Positions" form, and be favorably adjudicated prior to assuming a contracted position at the Mint.

2. TSP personnel and/or sub-contractor personnel expected to exceed 60 days shall complete **MF 5009** above as well as:

- **"Declaration for Federal Employment", OF 306** (The OF 306 is required for security reasons and completion thereof in no way implies an employee/employer relationship between the Government, and the TSP or the TSP's employees and/or sub-contractor employees.)
- **Two original Fingerprint Cards, FD 258**, as required by Mint Protection staff in accordance with NACI investigation procedures. The Requesting Officer will provide a sufficient supply of cards.
- **Resume, Curriculum Vitae, or "Optional Application for Federal Employment", OF 612**
- **Notarized copy of U.S. Naturalization Forms** (Only current, naturalized U.S. citizens born outside the U.S. must provide this.)
- **Fair Credit Report form**
- **Reference Check form** (to be completed by employer)

In addition, if work to be performed is sensitive (e.g. with access to internal or confidential data or systems, such as computer programmers, ad agencies, consultants, etc.) personnel shall be subject to a post-work National Agency Check and Inquiry (NACI) investigation. Within thirty days prior to the date of scheduled admittance of a TSP

employee and/or sub-contractor employee to the Mint for the purpose of performing under the Request, the TSP shall provide the Requesting Officer the following for each employee:

- **"Questionnaire for Public Trust Positions", SF-85P**

3. A TSP or sub-contractor employee who has previously undergone the Mint Police NACI investigation within the preceding twelve months may perform under a Request at the Mint for up to one year without being subject to further investigative requirements provided no record is found as a result of a police check and the TSP certifies a pre-work vouching of the incumbent's current and former employers. The Requesting Officer will notify the TSP of those employees whose security clearances require no further action.

D. Protection of Security Records - The information resulting from security investigations conducted on TSP/sub-contractor employees will be adequately safeguarded to protect the interest of the TSP, the individual employee and the U.S. Mint. This information will not be released to anyone without the approval of the Mint Police. Requests relative to approval shall be directed to the Requesting Officer.

E. Non-Disclosure of Information - The TSP shall ensure that TSP/sub-contractor employees do not disclose any information obtained during performance of the Request without prior written request and Requesting Officer approval, as this information is considered proprietary to the Mint.

F. Mint-Issued Identification

1. During the course of performing the work required under this RFO and its SFI, security measures may include the issuance of a picture identification badge to TSP employees for gaining daily access to Mint premises. Badges shall be visible at all times.

Upon the date of termination of Mint services by a TSP employee possessing a Mint-issued identification badge, the TSP shall ensure that the Mint badge is surrendered to the Mint. The Mint will retain 10% of monies due under this RFO and its SFI, for each individual TSP employee badge that is not surrendered to the Mint.

2. The Mint Police may, as deemed appropriate, authorize, deny and/or terminate temporary clearances to employees of the TSP. However, the granting of a temporary clearance to any such employee shall not be considered as assurance that full clearance will follow as a result or condition thereof, and the granting of either temporary or full clearance shall in no way prevent, preclude, or bar the withdrawal or termination of any such clearance by the Mint. Furthermore, a security clearance granted by the Mint to a TSP employee is intended to be effective for the duration of the employee's performance at the Mint and is not necessarily transferable to other Government agencies or to private corporations.

8-20 SECURITY INGRESS/EGRESS (FEB 2000)

At Mint manufacturing/depository facilities:

A. When access to the building is required, ingress and egress for working personnel should not exceed 10 minutes per day. TSP employees cannot take coins into or out of the building. Before exiting the building, TSP employees will be required to surrender personal items such as cigarette packages, belt buckles, shoes, metallic objects, etc. for x-ray inspection. All personnel are required to pass a metal detection inspection upon leaving the building.

B. All TSP personnel shall be under the observation of U.S. Mint personnel at all times while at the Mint. Any worker being added to the TSP's work force who will need access to Mint property must be processed through and receive a clearance from the Mint Police before working on U.S. Mint property. TSP personnel will not be authorized to escort any visitors.

C. It shall be the TSP's responsibility, through the Site Manager, to obtain access to buildings and arrange for the building to be opened and closed.

8-21 PASSES AND BADGES (AUG 1997)

While on Mint premises, each TSP employee shall wear a TSP furnished identification badge. The badge shall be visible at all times and reflect, as a minimum, the person's name and company name.

8-22 TIME IS OF THE ESSENCE (Nov 1996)

Time is of the essence in TSP's performance of its duties under this RFO and its SFI. A TSP's failure to meet applicable deadlines, unless it has obtained a written extension of time from the Mint, shall constitute a material breach.

SECTION 9 IDENTIFICATION OF TRAFFIC

9-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Identified below are the facilities and routes for which the General Services Administration (GSA) and the U.S. Mint are requesting non-alternating SRO rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its SFI for the identified traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. A separate rate offer must be submitted for each of the six identified U.S. Mint facilities; however, a TSP is not required to submit rate offers to all facilities. Rates will only be accepted for the origins/destination identified below. Rates submitted for any other origin/destination will automatically be rejected. A TSP must be able to service all points within each destination state, city, or point for which a rate is offered.* Rates may be, but are not required to be, submitted for all origins/destinations required. If the origin/destination is a particular city or point and not the entire state in which the city or point is located, the accepted rate offer will only be applicable to the identified city or point and not the entire state in which the city or point is located.*

** Includes all points within a 50 mile radius of the Origin/Destination Service Area Description (see Attachment 1 for Destinations)*

A. TRUCKLOAD SHIPMENTS OF SUBSIDIARY COINS ORIGINATING FROM THE U.S. MINT:

Truckload (TL) (20,000 pounds to 42,960 pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from one of the two U.S. Mint facilities identified below to the destination cities/points (Federal Reserve Banks (FRB)) identified in Attachment 1). Please reference Attachment 1 for specific shipment receiving facilities and requirements for each FRB. TL shipments will consist of Subsidiary (dimes, quarters and half-dollars) coins

SRO Agency Identifier	Origin Code	Origin Area Description
USMCS	CO	Denver
USMPS	PA	Philadelphia

B. ARMORED TRUCKLOAD SHIPMENTS OF DOLLAR COINS ORIGINATING FROM THE U.S. MINT:

Truckload (TL) (20,000 pounds to 42,960 pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from one of the two U.S. Mint facilities identified below to the destination cities/points (Federal Reserve Banks (FRB)) identified in Attachment 1). Please reference Attachment 1 for specific shipment receiving facilities and requirements for each FRB. TL shipments will consist of dollar coins.

SRO Agency Identifier for Armored	Origin Code	Origin Area Description
USMCD	CO	Denver
USMPD	PA	Philadelphia

- C. ARMORED TRUCKLOAD SHIPMENTS OF HIGH VALUE ITEMS ORIGINATING FROM THE U.S. MINT: Truckload (TL) (20,000 pounds to 42,960 Pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from the two U.S. Mint Facilities identified below to the destination cities/points (Federal Reserve Banks (FRB) identified in Attachment 1). Please reference Attachment 1 for specific shipment facilities and requirements for each FRB. TL shipments will consist of armored transportation for Gold, Silver, Platinum, bullion and other numismatic products or items.

SRO Agency Identifier for Armored	Origin Code	Origin Area Description
USMSH	CA	San Francisco
USMWH	NY	West Point

PLEASE SEE ATTACHMENT 1 FOR IDENTIFICATION OF FRB's

9-2. CURRENT TSP RATE LEVELS: For current Rate information please contact Felicia Rogers at (404) 331-5121 or via e-mail at felicia.rogers@gsa.gov

SECTION 10 FILE FORMAT REQUIREMENTS

10-1. FILE FORMAT REQUIREMENTS: TSP's not utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS), must adhere to the file format requirements identified in this Section 10 when creating rate offers for submission. Rate offers received that do not conform to these format requirements will be found unacceptable. Please note, however, this Section 10 can provide general information to those TSP's utilizing ITMS to create their rate offers.

NOTE: When the rate file is completed, it **MUST** be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

10-2. TSP BILLING/REPORTING RECORD FORMAT REQUIREMENTS. In addition to each TSP's header records and rate records, for all rate offers filed in accordance with this RFO, TSP's must file ONE SET of the following "F Records" at the beginning of EVERY RATE FILE submitted to GSA. TSPs NOT utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS) must adhere to the following format requirements. The following record format requirements must be met for ITMS to accept each TSP's rates and charges. Submissions received from TSPs or Rate Filing Service Providers not conforming to record requirements will not be accepted by ITMS and the TSP will be notified as set in out in Section 1-4.B. of this RFO.

A. BILLING/REPORTING RECORDS.

1. Header Record.

Record Field	Maximum Positions	Contents
Record ID	2	F1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Company Name	45	
Separator	1	\ [backslash]
Reserved	1	Enter R
Separator	1	\ [backslash]
Effective Date-- YYYYMMDD	8	Must be 20020301
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

2. Mailing Address Record.

a. Company's Authorized Official.

Record Field	Maximum Positions	Contents
Record ID	2	F2
Authorized Government Representative	45	Name of Company's authorized official/Government contact. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

b. Company's Authorized Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	F3
Government Representative's Title	45	Title of the Company's authorized official. If the title of the authorized official is longer than the

		allotted positions, you must abbreviate.
--	--	--

c. Company's Mailing Address.

Record Field	Maximum Positions	Contents
Record ID	2	F4
Company's Mailing Address	45	Company's official mailing address. If the street address is longer than the allotted positions, you must abbreviate.

d. Company's City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	F5
Company's Mailing Address – City	45	City of Company's mailing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address – State	2	State of Company's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address- Zip Code	10	Zip Code of Company's mailing address. Use either US Postal Service five or 10 position Zipcode.

e. Company's Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized government official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized government official.

f. Company's Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	F7
Internet Address	45	Internet address of Company's authorized government official.

g. Company's Shipment Booking Office Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F8
Shipment Booking Office Facsimile Number	12	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA ITMS cost comparison.

3. BILLING ADDRESS RECORD.

a. Company's Authorized Billing Official.

Record Field	Maximum Positions	Contents
Record ID	2	F9
Authorized Billing Representative	45	Name of Company's authorized billing official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

b. Company's Authorized Billing Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	FA
Government Representative's Title	45	Title of the Company's authorized billing official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

c. Company's Billing Address.

Record Field	Maximum Positions	Contents
Record ID	2	FB
Company's Billing Address	45	Company's official billing address. If the street address is longer than the allotted positions, you must abbreviate.

d. Company's Billing City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	FC
Company's Billing Address – City	45	City of Company's billing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Billing Address – State	2	State of Company's billing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Billing Address- Zip Code	10	Zip Code of Company's billing address. Use either US Postal Service five or 10 position Zipcode.

e. Company's Billing Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	FD
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized billing official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized billing official.

f. Company's Billing Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	FE
Billing Internet Address	45	Internet address of Company's authorized billing official.

4. Company's Minority/Women-Owned Status.

Record Field	Maximum Positions	Contents
Record ID	2	FF
Minority/Women-Owned Business	1	Enter N for non-minority or non-women-owned Enter M for minority-owned Enter W for women-owned Enter B for BOTH for a minority and woman-owned.

B. EXAMPLE.

F1ABCD\YOUNG MOVING AND STORAGE\R\20020301\13-214567
 F2JOHN DOE
 F3PRESIDENT
 F41500 BANNISTER RD RM 1076
 F5KANSAS CITY\MO\64131
 F6816-823-3646\816-823-3656
 F7CYOUNG@AOL.COM
 F8816-823-5555
 F9JANE BLACK
 FAACCOUNTS RECEIVABLE REP
 FB1500 BANNISTER RD RM 1006
 FCKANSAS CITY\MO\64131
 FD816-823-1111\816-823-2222
 FEJANEBLACK@AOL.COM
 FFW

Note: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

10-3. HEADER RECORDS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

Example:

A1ABCD6N12340USMCS20020201ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

RECORD FIELD	POSITION S	CONTENTS
Record ID	1-2	A1
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a “6”)
Type of Offer	8-8	N (N for the Non-Alternating SRO)
TSP Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	Enter USMCS for the U.S. Mint, Denver, CO for subsidiary coins. Enter USMPS for the U.S. Mint, Philadelphia, PA for subsidiary coins. Enter * USMCD for the U.S. Mint, Denver, CO for dollar coins. Enter * USMPD for the U.S. Mint, Philadelphia, PA for dollar coins. Enter * USMSH for the U.S. Mint, San Francisco, CA for high value. Enter * USMWH for the U.S. Mint, West Point, NY for high value. * Armored Transportation Services
Effective Date - YYYYMMDD	19-26	20020201
TSP Name	27-61	Name of Offering TSP. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering TSP’s Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering TSP’s SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the TSP. The TIN MUST be provided.
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6N45670USMSH20020201BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A2
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a “6”)
Type of Offer	8-8	N (N for the Non-Alternating SRO)
Broker or Shipper Agent Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	Enter USMCS for the U.S. Mint, Denver, CO for subsidiary coins. Enter USMPS for the U.S. Mint, Philadelphia, PA for subsidiary coins. Enter * USMCD for the U.S. Mint, Denver, CO for dollar coins. Enter * USMPD for the U.S. Mint, Philadelphia, PA for dollar coins. Enter * USMSH for the U.S. Mint, San Francisco, CA for high value. Enter * USMWH for the U.S. Mint, West Point, NY for high value. * Armored Transportation Services
Effective Date - YYYYMMDD	19-26	20020201
Broker or Shipper Agent Name	27-61	Name of Offering Broker or Shipper Agent. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering TSP’s Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker’s/Shipper Agent’s SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the Broker or Shipper Agent. The TIN MUST be provided.
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

C. Header Record for the Underlying Carriers Represented by a Broker or a Shipper Agent/Intermodal Marketing Company: (underlying carriers must be approved in GSA's Freight Management Program)

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW
(Continue for a total of 34 SCACS)

A3PMVB FHYV NCHJ XMKJ Xbfd XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS
RGAL (Continue for a total of 34 SCACS)

RECORD FIELD	POSITION S	CONTENTS
Record ID	1-2	A3
SCAC	3-6	SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent
Filler	7-7	Space (USE SPACE BAR)
SCAC	8-11	SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent
Filler	12-12	Space (USE SPACE BAR)
SCAC	13-16	SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent
Filler	17-17	Space (USE SPACE BAR)
REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE - IF ADDITIONAL SPACE IS NEEDED, BEGIN NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.		

10-4. **RATE RECORD:** Rate Record for Rate Offers Based on Cents Per Mile for Truckload Rates with a Truckload Minimum Charge.

A. Truckload Rates for Subsidiary Coin, Dollar Coin, and High Valuation Shipments Originating from the U.S. Mints (Denver, CO, Philadelphia, PA, San Francisco, CA, and West Point, NY) to one of the FRBs (see Attachment 1). Enter your Cents Per Mile rate in Position 25 – 27 and your Minimum Truckload Charge in Positions 28 – 33. Positions 19-24 must be zero filled.

B. The Required Item Percentages requested in Positions 42 – 174 **MUST** be offered; however, when billing for services provided you **may not** bill for those accessorial services identified as required for a specific FRB (see Attachment 1 for required accessorial services) These charges **MUST** be included in your transportation line-haul rate and cannot be double billed.

Examples:

B2COBB800-555-989800000089045000 095 Offering TL rate offer for shipments originating from the U.S. Mint. Leaving LTL positions zero filled.

Please See Next Page For Further Description of B2 Rate Record

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B2
From (origin)	3-4	Must be either: CO for the Mint in Denver, CO PA for the Mint in Philadelphia, PA CA for the Mint in San Francisco, CA (used only for armored high value) NY for the Mint in West Point, NY (used only for armored high value)
To (destination)	5-6	Must be the two digit Destination Code of one of the Federal Reserve Banks identified in Attachment 1 Examples: AA, BA, EL, ZZ
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate must be zero filled. (000)
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate must be zero filled. (000)
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge must be entered if a cents per mile offer is entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSPs are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **. Please not 10-4.B

10-5. RATE OFFER EXAMPLES:

A. Example of multiple rate offers:

F1ABCD\ABC MOVING AND STORAGE\R\20020301\13-214567

F2JOHN DOE

F3PRESIDENT

F41500 BANNISTER RD RM 1076

F5KANSAS CITY/MO/64131

F6816-823-3646\816-823-3656

F7CYOUNG@AOL.COM

F8816-823-5555

F9JANE BLACK

FAACCOUNTS RECEIVABLE REP

FB1500 BANNISTER RD RM 1006

FCKANSAS CITY/MO/64131

FD816-823-1111\816-823-2222

FEJANEBLACK@AOL.COM

FFW

A1ABCD6N12340USMCS20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B2COBB800-333-444400000090045000 095

B2COEJ800-333-4444000000102045000 095

B2COQL800-333-444400000089045000 095

A1ABCD6N45670USMPS20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B2PABB800-333-4444000000150045000 095

B2PAEJ800-333-4444000000125045000 095

B2PAQL800-333-444400000087045000 095

A1ABCD6N45670USMCD20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B2COBB800-333-4444000000250045000 095

B2COEJ800-333-4444000000238045000 095

B2COQL800-333-4444000000150045000 095

A1ABCD6N45670USMPD20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B2PABB800-333-4444000000301045000 095

B2PAEJ800-333-4444000000360045000 095

B2PAQL800-333-4444000000250045000 095

A1ABCD6N45670USMSH20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B2CABB800-333-4444000000401045000 095

B2CAEJ800-333-4444000000351045000 095

B2CAQL800-333-4444000000150045000 095

A1ABCD6N45670USMWH20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B2PNYB800-333-4444000000401045000 095

B2NYEJ800-333-4444000000351045000 095

B2NYQL800-333-4444000000150045000 095

SECTION 11
RATE SUBMISSION SPECIAL INSTRUCTIONS

11-1. SUBMISSION INSTRUCTIONS: All rate offers **MUST** be submitted via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your TSP intends to transmit its rate offer(s) via the I-FTP itself without utilizing the services of a Rate Filing Service Provider (RFSP) or a Tariff Publishing Agent (TPA) and your TSP does not already have an assigned User ID and Password, you will need to notify the Heartland Regional Zone Office in writing on company letterhead in order to receive your TSP's User ID and Password. Requests for a User ID and Password may be sent to Carey DeForest via e-mail at carey.deforest@gsa.gov or via fax at (816) 823-3656. The response from GSA assigning your TSP's User ID and Password will also be via e-mail or fax, so please be sure to include your TSP's e-mail and/or fax number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to process and assign a TSP's User ID and Password.

A. FORMAT REQUIREMENTS: Format requirements as set out in this RFO and its SFI must be strictly adhered to. Submissions received from TSPs, RFSPs, or TPAs not conforming to format and submission requirements identified in Sections 7, 8, 9, 10, and this Section 11 will be found unacceptable.

B. FILE PREPARATION:

1). Via ITMS: Create rate offers, validate rate offers, make necessary corrections, if any, re-validate until all is correct, and then encrypt the rate file before transmitting via I-FTP.

2). Via Section 10: In order to transfer the rate file(s) via the I-FTP, the rate file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file(s) (i.e. no tab characters, etc.). The rate file(s) **must not** have a top, bottom, right, or left margin. If a TSP submits more than one (1) rate file, each rate file must have a different filename.

11-2. FILE NAMING CONVENTION: All electronically transmitted rate offers must adhere to the following File Naming Convention:

FILE NAME	POSITION S	CONTENTS
Carrier's SCAC or Rate Filing Service Provider's (RFSP) or Tariff Publishing Agent's (TPA) Code	1-4	Enter the TSP's SCAC if transmitting rates itself. Enter RFSP's or TPA's Code if transmitting rates on behalf of a TSP. If all four (4) positions are not utilized, enter an underscore(s) () at the end.
Rate File Number	5-8	May be alpha, numeric, or a combination.
Extension	9-12	MUST be .FRT

Examples: ABCDUSMC.FRT, ABC_1234.FRT

If as a TSP, RFSP, or TPA you are unsure as to the TSP's SCAC (up to 4 positions) or assigned code (up to 4 positions) in GSA's Freight Management Program, please contact Carey DeForest at (816) 823-3646 or via e-mail at carey.deforest@gsa.gov for verification.

The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your TSP's directory on the FTP and/or automatic rejection of the rate offer(s).

11-3. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a TSP. Consequently, a TSP will need to contact their I-FTP provider for assistance. Listed below is information we can provide - the address to GSA's I-FTP directory and two different methods (there are others by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

1. I-FTP Address:

ftp://KCFTP.GSA.GOV

OR

ftp://159.142.64.16

2. Methods to Access Individual Directories (items in **BOLD** are words/phrases that you must type in exactly):

FTP>**CD CARRIERS\USER ID**

OR

FTP>**D:\PUB\CARRIERS\USER ID**

11-4. CONFIRMING RATE TRANSMISSIONS: Each business day morning, the Freight Program Management Office (FPMO) will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate TSP's FTP directory verifying the number of rate records received. This file will be named (SCAC)FRT.txt. TSPs can use this .txt file to confirm that the FPMO has received the appropriate number of rate records. This .txt file only confirms the number of rate records received - it does not validate the content or formatting of data contained in the TSP's rate offer. If appropriate, TSPs will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-4.B. of this RFO and its SFI.